



## DEPARTMENT OF THE NAVY

COMMANDING OFFICER  
NAVAL AIR STATION  
700 AVENGER AVENUE  
LEMOORE, CALIFORNIA 93246-5001

NASLEMINST 5420.18B CH-2

002

02 AUG 1990

### NAS LEMOORE INSTRUCTION 5420.18B CHANGE TRANSMITTAL 2

From: Commanding Officer, Naval Air Station, Lemoore

Subj: COMPOSITE COMMUNITY ACTION BOARD

1. Purpose. To issue pen and ink changes to basic instruction.
2. Action
  - a. Delete paragraph 3d on page 2.
  - b. Paragraph 4f(1), page 3, change "NEX/Commissary" to read, "Navy Exchange and Commissary."
  - c. Enclosure (1), paragraph 1e, change to read "Master Chief and Department LCPO's."
  - d. Enclosure (1), paragraph 1g delete the word "Wives".
  - e. Enclosure (1), paragraph 1l, delete the word "Wives".

  
L. D. CHILDRESS

Distribution: (NASLEMINST 5215.2V)  
Lists B and E



## DEPARTMENT OF THE NAVY

COMMANDING OFFICER  
NAVAL AIR STATION  
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LEMOORE, CALIFORNIA 93248-5001

NASLEMINST 5420.18B CH-1  
002

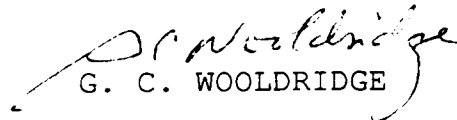
10 AUG 1995

### NAS LEMOORE INSTRUCTION 5420.18B CHANGE TRANSMITTAL 1

From: Commanding Officer, Naval Air Station, Lemoore

Subj: COMPOSITE COMMUNITY ACTION BOARD

1. Purpose. To issue a pen and ink change to basic instruction.
2. Action. Page 2, paragraph 3.e., line 3, change "...at 1000 on the 3rd Wednesday of every other month in Fellowship Hall, NAS Chapel." to read, "...at 0900 on the 3rd Wednesday of every other month in Squiggles."

  
G. C. WOOLDRIDGE

Distribution: (NASLEMINST 5215.2U)  
Lists B and E



## DEPARTMENT OF THE NAVY

NAVAL AIR STATION  
LEMOORE, CALIFORNIA 93248-5001

IN REPLY REFER TO:

NASLEMINST 5420.18B  
002  
29 Jul 92

### NAS LEMOORE INSTRUCTION 5420.18B

From: Commanding Officer, Naval Air Station, Lemoore

Subj: COMPOSITE COMMUNITY ACTION BOARD

Ref: (a) OPNAVINST 1700.2B  
(b) OPNAVINST 5354.1C  
(c) OPNAVINST 11103.1A  
(d) BUPERSINST 1710.11A  
(e) CINCPACFLTINST 5300.3F  
(f) NAFAS Accounting Guidance Number 102

Encl: (1) Composition of the Composite Community Action Board

1. Purpose. To publish objectives, procedures and composition of the Composite Community Action Board (CCAB) established to carry out the policies of references (a) through (f).

2. Cancellation. NASLEMINST 5420.18A

3. Discussion

a. Per references (a) through (f) the Composite Community Action Board (CCAB) is established to ensure that all services provided by this command are performed in such a manner as to ensure a positive contribution to the career motivation of each Navy member. The board is an integral part of the normal command structure and serves as an active vehicle supporting the chain of command in assessing problem areas, identifying potential tensions, and proposing viable solutions/recommendations to the appropriate decision level of command.

b. The primary function of the CCAB is to serve as a problem-solving group in support of the chain of command. To this end, the CCAB shall:

(1) Provide a forum for the surfacing and frank discussion of real or imagined problems that cut across divisional, departmental, and/or command lines.

(2) Develop and share ideas that will foster harmonious relations.



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(3) Informally monitor and advise the Commanding Officer of possible methods of enhancing the effectiveness of the command's:

(a) Equal Opportunity Program

(b) Affirmative Action Plan

(c) MWR Recreation Programs

(d) Navy Exchange and Commissary Programs

(e) All aspects of service life and benefits over which the Navy has some degree of influence

c. It should be emphasized that this board is not a "complaint board" but is oriented toward the concept that only contributory and helpful suggestions are to be brought forward with the intention of making a positive contribution to career motivation.

d. To be effective, the board that must have board membership, must discuss and suggest corrective action for real problems, and must have command support.

e. The Composite Community Action Board is composed of representatives outlined in enclosure (1). The board will meet at 1000 on the 3rd Wednesday of every other month in Fellowship Hall, NAS Chapel.

#### 4. Action

a. The board will be representative of all racial/ethnic groups and contain a cross section of ages, ranks, rates, and sexes. In order to maintain continuity, the representatives and/or alternates will attend all meetings.

b. Proposed agenda items will be submitted to the Administrative Officer at least two weeks prior to each meeting.

c. Each member will review minutes of previous meetings. Action personnel will monitor and report on actions specified and approved.

d. Only agenda items will be discussed unless an item is determined to be of an emergency nature by the chairman.

e. The Naval Air Station Administration Department will provide all administrative support.

f. The following subcommittees will comprise the CCAB:

- (1) NEX/Commissary
- (2) Services and Benefits (Quarterly)
- (3) Recreation

g. Individual subcommittees may meet on the call of the subcommittee chairman to cover issues not applicable to the majority of the board (e.g. Recreation subcommittee to meet to discuss their budget).

h. Distribution of the minutes will be made to all commanding officers and officers in charge, NAS department heads and all board members. Minutes will be forwarded to the chair person within five working days by the Administration Department.

i. Significant highlights of the meeting will be submitted to the Public Affairs Officer for publication in the Golden Eagle once approved by the Commanding Officer.

  
A. R. GORTHY

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Lists B & E

COMPOSITION OF THE COMPOSITE COMMUNITY ACTION BOARD

1. The composition of the board is listed below:
  - a. Executive Officer, Naval Air Station Lemoore Chairman  
CCAB (Chairman Services and Benefit Subcommittee)
  - b. Exchange Officer (Co-chairman NEX/Commissary  
Subcommittee)
  - c. Commissary Officer (Co-Chairman NEX/Commissary  
Subcommittee)
  - d. MWR Director (Chairman Recreation Subcommittee)
  - e. Command Master Chief/Department LCPO's
  - f. NAS Departments (one representative each)
  - g. NAS Wives Ombudsman (one representative)
  - h. Lemoore Officers Wives Club and Navy Wives Club (one  
representative)
  - i. FRA, Branch 261 (one representative)
  - j. Retired Officers Association (one representative)
  - k. COMSTRIKFIGHTIWINGPAC (one representative)
  - l. All tenant activities, readiness squadrons, and fleet  
squadrons, one representative each as assigned by unit  
CO's/OINC's (Unit Wives Ombudsmen are encouraged to attend)
  - m. CO Hospital (Quarterly to coincide with services and  
benefits subcommittee)